

Rebuild Michigan

ENROLLMENT AGREEMENT

This agreement between the Michigan Department of Labor & Economic Growth, Energy Office (EO) and the _____ outlines each organization's responsibilities for participating in the Rebuild Michigan program. Rebuild Michigan fosters partnerships that promote increased energy efficiency and renewable energy within a community. Rebuild Michigan provides services to public schools, community colleges, universities, public housing commissions and local governments to encourage energy efficiency improvements in their facilities. Assistance includes an assessment of energy savings potential for each building and recommendations and consultation regarding next steps (including an appropriate level of engineering services for Technical Energy Analyses (TEA)/project). A consultants' directory, project financing information and project troubleshooting are also offered.

The Enrollee agrees to:

- Designate an organization representative to serve as the principal contact with EO.
- Provide specific information for each participating building (see page 2).
- Present the Introductory Energy Evaluation report (prepared by EO) to the appropriate governing body, committee or individual responsible for approving an energy efficiency project.

If energy efficiency potential is identified the Enrollee agrees to:

- Participate in a planning session with Energy Office staff to discuss/assess enrollee interest in undertaking an energy efficiency project and to determine what EO support services will be needed.

If Enrollee decides to pursue a TEA or performance contract, the Enrollee agrees to:

- Contract with TEA analyst or Energy Service Co. (ESCO) to complete a TEA for each participating building. (Guidelines are available from the EO for quality assurance.)
- Direct their selected TEA analyst or ESCo to forward a draft copy of the TEA report to EO for review and approval, prior to organization's acceptance.
- Present TEA/performance contract recommendations to the appropriate governing body, committee or individual responsible for authorizing the recommended energy efficiency project(s).

When authorized to implement the project, the Enrollee agrees to:

- Provide a description & cost of the installed energy efficiency measures and copies of current utility bills for participating buildings to the EO as reasonably requested.

The Energy Office agrees to:

- Analyze the previous 12-months of energy usage for each participating building (up to 10 buildings or a maximum of 750,000 ft²), conduct a walk-through of each building and provide the Enrollee with a written report on their relative energy efficiency and areas for potential savings.
- Maintain a directory of consultant firms that conduct TEAs and participate in the Rebuild Michigan Program..
- Review all Technical Energy Analyses for quality, accuracy and completeness.
- Assist enrollee in resolving technical issues that may arise during project installation.
- Assist enrollee in evaluating first year energy savings and other project benefits.

Contact/Building Information

Contact Person & Title: _____

Ph. #: _____ Fax #: _____ E-mail: _____

Address: _____

City: _____ State: Michigan Zip Code: _____

Rebuild Michigan Project Buildings:

	Building Name	Address	Sq. Ft.	Yr. Built
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**Most recent 12 months of utility data (or copies of utility bills) is required for each building listed*

Planning Questions: (attach additional sheet(s) if necessary)

1. What are your goals for building performance and energy reduction?
2. How will building energy improvements fit in with other organization priorities?
3. What financing options and sources are you considering for building improvements?
4. What is your likely timeframe for developing and completing an energy efficiency project?

Enrollee:
Signature/Date
Title/Position

Energy Office, MI Department of Labor & Economic Growth:
Signature/Date
Title/Position